



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO 5510.17
ARFB
26 Dec 89

MARINE CORPS ORDER 5510.17 W/CH 1, 2

From: Commandant of the Marine Corps
To: Distribution List

Subj: POLICY FOR HANDLING AND SAFEGUARDING NORTH ATLANTIC TREATY
ORGANIZATION (NATO) MATERIAL

Ref: (a) OPNAVINST C5510.101D (NOTAL)
(b) OPNAVINST 5510.1H

Encl: (1) Procedures for Handling and Safeguarding NATO Material
(2) Sample Appointment Letter
(3) NATO Security Briefing Guide
(4) NATO Security Debriefing Guide
(5) NATO COSMIC/ATOMAL Briefing Guide
(6) NATO COSMIC/ATOMAL Debriefing Guide
(7) NATO Security Briefing/Debriefing Certificate
(8) NATO Control Point Inspection Checklist
(9) Sample NATO Subregistry/Control Point Signature List

1. Purpose. To implement within the United States Marine Corps, the United States Security Authority for NATO (USSAN) policy for safeguarding NATO material.

2. Cancellation. HQO 5510.6.

3. Scope. The contents of this Order apply to all personnel authorized access to NATO material, including COSMIC Top Secret and ATOMAL information.

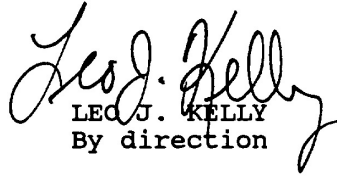
4. Information

a. Reference (a) is the basic Department of the Navy regulation governing the security of NATO classified information.

b. Reference (b) sets forth policy for the safeguarding of classified information within the Department of the Navy and Headquarters Marine Corps, respectively.

5. Action. Headquarters staff agency heads shall ensure strict compliance with this Order, references (a) and (b).

6. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.


LEO J. KELLY
By direction

DISTRIBUTION: PCN 10208490500

Copy to: 7000110 (5)
8145004, 005 (2)
2404004/6600004/7230001, 026/7501001 (2)



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO 5510.17 Ch 1
ARFB
29 Jun 90

MARINE CORPS ORDER 5510.17 Ch 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: POLICY FOR HANDLING AND SAFEGUARDING NORTH ATLANTIC
TREATY ORGANIZATION (NATO) CLASSIFIED MATERIAL

Encl: (1) New page insert to MCO 5510.17

1. Purpose. To transmit a new page insert and direct pen changes to the basic Order.

2. Action

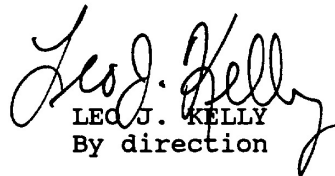
a. Remove page 5 of enclosure (1) of the basic Order and replace with the corresponding page contained in the enclosure.

b. Make the following pen and ink changes:

(1) Insert the word "classified" after the word "NATO" throughout the entire Order when "NATO" is followed by the word(s) "material", "information", "document", "documents", "messages", or "holdings".

(2) Add "/cognizant NATO control point." to the end of the last sentence in enclosure (1), page (6), paragraph 10b(2).

3. File this change transmittal immediately behind the signature page of the basic Order.


LEO J. KELLY
By direction

DISTRIBUTION: PCN 10208490501

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2404004/6600004/7230001, 026/7501001 (2)
7000144/8145001 (1)



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO 5510.17 Ch 2
ARFB
4 Jan 91

MARINE CORPS ORDER 5510.17 Ch 2

From: Commandant of the Marine Corps
To: Distribution List

Subj: POLICY FOR HANDLING AND SAFEGUARDING NORTH ATLANTIC
TREATY ORGANIZATION (NATO) CLASSIFIED MATERIAL

1. Purpose. To direct pen changes to the basic Order.

2. Action

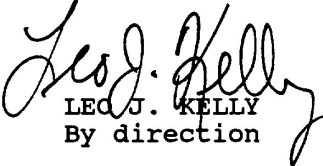
a. Make the following pen and ink changes:

(1) On the signature page of the basic Order correct IAC
"7502001" in the "Copy to:" section to read "7501001."

(2) On page 1 of enclosure (7), delete the word "/COSMIC"
from the phrase "Required for ATOMAL/COSMIC access" in Part 3.

(3) On page 6 of enclosure (8) insert the word "from" vice
"form" in question number 1.

(4) On page 4 of enclosure (1), delete "any classification
of NATO material" and insert "NATO material classified Secret and
above in paragraph 7.


LEO J. KELLY
By direction

DISTRIBUTION: PCN 10208490502

Copy to: 7000110 (55)
2404004/6600004/7230001, 026/7501001/
8145004, 005 (2)
7000144/8145001 (1)

PROCEDURES FOR HANDLING AND SAFEGUARDING NATO MATERIAL

1. Definitions

a. ATOMAL Information. Information that is designated either "RESTRICTED DATA," "FORMERLY RESTRICTED DATA," or "UK ATOMAL INFORMATION". ATOMAL information may be classified Confidential (NATO Confidential ATOMAL), Secret (NATO Secret ATOMAL), and Top Secret (COSMIC Top Secret ATOMAL).

b. COSMIC. A NATO marking and designation that is synonymous with Top Secret and is usually referred to as COSMIC Top Secret (CTS).

c. Central U.S. Registry. The reporting authority for NATO material issued to Headquarters Marine Corps.

d. HQMC NATO/COSMIC/ATOMAL Subregistry (ARFB). The reporting authority for NATO classified material subcustodied to authorized NATO control points, (referred to herein as "HQMC Subregistry").

e. NATO (or COSMIC/ATOMAL) Control Point. A designated activity authorized by the HQMC Subregistry (Director of Administration and Resources Management) (ARFB) to have subcustody of NATO classified material (Secret and below). The activity may be designated a COSMIC or ATOMAL control point if authorized by the HQMC Subregistry to hold such material.

2. Responsibilities

a. HQMC NATO/COSMIC/ATOMAL Subregistry Control Officer. The Director of Administration and Resource Management (ARFB) maintains the HQMC Subregistry under the authority of the Central U.S. Registry (CUSR) by designating a HQMC Subregistry Control Officer who is responsible for the following:

(1) Ensuring proper security clearance is held before access is granted. See paragraph 4.

(2) Ensuring personnel are briefed and debriefed as prescribed by reference (a). Paragraphs 2b and 5 outline specific agency/NATO control point responsibility.

(3) Maintaining a current listing of all personnel authorized access to NATO classified information.

(4) Maintaining operational control of authorized NATO control points of HQMC.

ENCLOSURE (1)

b. NATO Control Point Officer. The HQMC Subregistry Control Officer (ARFB) may designate staff agencies and certain Marine Corps field commands as NATO control points if they handle NATO classified material regularly and/or routinely hold more than 50 documents (see paragraph 3 herein for formal control point designation requirements). The staff agency heads who are authorized control points will designate, in writing, a NATO Control Point Officer and an alternate(s), using the format in enclosure (2). The control point officer is responsible for the following:

(1) Managing the activity's NATO Control Point as prescribed by reference (a) and this Order.

(2) Maintaining control and accountability of all NATO classified material issued on subcustody from the HQMC Subregistry (ARFB).

(3) Briefing and debriefing personnel assigned to the control point as required by reference (a) and this Order.

(4) Providing the HQMC Subregistry Control Officer, using enclosure (9), with a current listing of names and specimen signatures for control point personnel who are authorized to receipt for NATO classified material.

(5) Maintaining a current listing of personnel who are authorized access to NATO classified information and the level of access.

(6) Maintaining records reflecting the current status and location of NATO classified material received for subcustody from the HQMC Subregistry (ARFB).

(7) Maintaining required references for implementation of an effective NATO security program.

3. Control Point Designation

a. An activity receiving material from the HQMC Subregistry may be designated a NATO Control Point if it (1) routinely holds in excess of 50 NATO classified documents or, (2) has a continuing need for NATO classified documents regardless of the number held. If the activity is authorized to hold COSMIC Top Secret and/or ATOMAL material, then the designation will be as COSMIC and/or an ATOMAL Control Point.

b. Request for control point designation should be submitted to the HQMC Subregistry Control Officer (ARFB). The request should indicate the amount and classification level of material expected to be held, number of personnel who would require access to the material, and storage capabilities.

ENCLOSURE (1)

4. Access

a. Minimum clearance requirements for access to NATO classified information are:

<u>Access Level</u>	<u>Minimum Clearance required</u>
COSMIC Top Secret ATOMAL	Final Top Secret
COSMIC Top Secret	Final Top Secret
ATOMAL or NATO Secret	Final Secret
NATO Confidential	Confidential

b. Request for access to NATO classified information will be submitted to the Director of Administration and Resource Management (ARF) on NAVMC HQ Form 512 (Classified Information Access Authorization) per the current edition of the Headquarters Information Security Manual (HQINSECMAN). (This subparagraph does not apply to field command control points. Those commands will follow local administrative procedures for access authorization.)

c. In no case will access to COSMIC, ATOMAL, or NATO Secret documents be granted without the requisite final clearance and approved access.

5. Briefing/Rebriefing/Debriefing. Personnel authorized access to NATO classified information will receive the appropriate briefing, rebriefing, and debriefing as prescribed by reference (a) and contained in enclosures (3) through (6). The completion of this briefing/rebriefing/debriefing must be recorded and this record retained for 1 year following the individual's transfer or reassignment.

a. Briefing. The prospective access recipient must be briefed using Section VI, Attachment 3, to reference (a), and this Order before access is granted. HQMC staff agencies will attach a copy of enclosure (7) to the NAVMC HQ 512 and submit it to the Subregistry Control Officer. The original statement will be retained within the control point.

b. Rebriefing. Persons who have access to ATOMAL and/or COSMIC information must be rebriefed annually using Section VI.G, Attachment 3, to reference (a). Record the annual rebriefings on the original of enclosure (5).

c. Debriefing. All persons having access to NATO or ATOMAL information will be debriefed when access is no longer required. Use section VI.F, Attachment 3, to reference (a) as part of the debriefing. Record the debriefing on the back of enclosure (7) and

ENCLOSURE (1)

retain it for 1 year. (HQMC staff agencies will provide a copy of the signed debriefing statement to the Subregistry Control Officer and the individual.)

6. Classification Equivalence. All categories of NATO classified material are equivalent to the same classification of U.S. material and shall be afforded the same level of protection.

7. Control

a. Each person handling NATO classified material, not just the one who signed for it, is responsible for its protection.

b. NATO Secret material may be subcustodied to an authorized activity for as long as the material is required.

c. COSMIC Top Secret and ATOMAL material may only be subcustodied to an authorized control point for a maximum period of 6 months.

d. NATO material classified Secret and above received by an activity from any source other than the HQMC Subregistry will be immediately delivered to the HQMC Subregistry for determination of entry into the HQMC control system. In the case of designated NATO Control Points outside the HQMC area, a memorandum forwarded to the HQMC Subregistry noting the date of the document, classification, date received, originator, copy number, title of the document, and local control number, will satisfy this requirement.

e. Though NATO control points may assign local control numbers, a record of the HQMC control number should also be maintained with the document. This facilitates tracking of a document during inventories and the annual HQMC NATO inspection.

8. Reproduction, Extra Copies, and Extracts

a. Reproduction of NATO classified material, regardless of the classification, is prohibited without the approval of the HQMC Subregistry Control Officer (ARFB).

b. Requests for additional copies should be made to the HQMC Subregistry Control Officer (ARFB).

c. Extracts of information contained in NATO classified material may be made under limited circumstances, unless prohibited by the originator. Extracts will be limited to particular paragraphs, pages, or passages rather than major parts of NATO classified material. Any extracts from ATOMAL material must be clearly identified with a full description of the material from which the extract is taken.

ENCLOSURE (1)

(1) Paragraphs and subparagraphs containing extracted NATO classified information must be marked to reflect its contents. Use the following example markings, as appropriate: Secret-NATO S, or Top Secret-COSMIC TS.

(2) The coversheet, or in absence thereof, the top and bottom of the first page, shall contain the following notation: "This document contains NATO (classification) information."

d. Never incorporate a NATO classified document with U.S. papers (i.e., as an enclosure or appendix).

9. Transmission

a. Do not send NATO classified material directly to individuals and/or activities outside HQMC. Process such requests through the HQMC Subregistry Control Officer (ARFB).

b. Authority to hand-carry any NATO classified material outside the continental U.S., its territories, or Canada, on commercial aircraft, must be approved by the Director of Administration and Resource Management (AR), or for those NATO control points located outside the Washington, DC, area, by the unit commanding officer. See page 3-32 of reference (a) for certificate to be used. NATO classified material must be packaged separately from other classified material and the inner wrapping envelope marked "NATO," along with the classification marking. Only the name and activity address of the courier will be shown on the outer envelope/wrapping. COSMIC Top Secret and all classifications of ATOMAL material shall not be carried internationally.

c. A continuous chain of receipts is required to record the movement of all COSMIC Top Secret, NATO Secret, and ATOMAL material. Maintain receipts, on COSMIC Top Secret and COSMIC Top Secret ATOMAL for 10 years and on NATO and ATOMAL Secret for 5 years.

d. In addition to the continuous chain of receipts, COSMIC Top Secret and all ATOMAL documents will have a disclosure record attached. Persons having access to, or knowledge of, the document's contents must sign and print their names on the record of disclosure each time it is viewed or used.

10. Subcustody Distribution. The HQMC Subregistry (ARFB) will distribute NATO classified material, as follows:

a. COSMIC and ATOMAL

(1) Distributed to designated COSMIC or ATOMAL control points for a period not to exceed 6 months.

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(2) Distributed to non-designated control points on a day to day basis, to be returned to the HQMC Subregistry (ARFB), room 2107, by 1630 each day.

b. NATO Secret

(1) Distributed to control points on a temporary loan basis, to be returned to the HQMC Subregistry when no longer needed or recalled for further processing.

(2) Distributed to non-designated control points not longer than 30 days. Additional subcustody periods in 30-day increments must be requested to the HQMC Subregistry Control Officer (ARFB)/cognizant NATO control point.

c. NATO Confidential. Activities will receive NATO Confidential material on a locally-accountable basis. The exception to this is when the NATO Confidential document requires special handling, in which case it will be Headquarters controlled. A logbook will be utilized when receipting for regular NATO Confidential material from the HQMC Subregistry (ARFB). Designated NATO control points are encouraged to use this or similar means of receipt for NATO Confidential material to upgrade accountability procedures.

11. Storage and Filing. NATO classified material will be stored in containers approved for storage of equivalent level U.S. classified material. NATO classified material may be stored in the same container as U.S. classified material, but is required to be filed separately. ATOMAL material must be further separated from other NATO classified material.

12. Destruction

a. All categories of NATO classified material classified Secret and above, and all classified ATOMAL material, will be destroyed only by the HQMC Subregistry Control Officer (ARFB).

b. To alleviate the mailing of classified material, NATO Control Points located outside the HQMC area are authorized to destroy NATO classified material classified Secret and below. Destruction reports indicating completion of this action must be forwarded to the HQMC Subregistry (ARFB). All COSMIC and ATOMAL material still must be returned to the HQMC Subregistry (ARFB) for destruction.

c. Activities are authorized to destroy locally accountable NATO Confidential material as prescribed by the current editions of reference (b) and the HQINSECMAN. Destruction reports are not required to be completed or maintained on Confidential material,

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though, depending on the volume, are recommended for tighter security controls and strict accountability purposes.

13. NATO Classified Message Handling Procedures

a. NATO classified messages will be handled in the same manner as prescribed by individual categories of NATO classified material (paragraphs 7 through 12 above), except NATO exercise messages classified Secret and below (less ATOMAL). These messages will be distributed by the Arlington Annex Communications Center directly to the designated control points for local control and accountability.

b. COSMIC Top Secret and all ATOMAL exercise messages will always be controlled by the HQMC Subregistry Control Officer (ARFB). Specific handling and safeguarding procedures for each exercise will be established by the HQMC Subregistry Control Officer (ARFB) in coordination with the exercise administrative officer.

c. NATO exercise messages considered to be of post-exercise value will be forwarded to the HQMC Subregistry (ARFB) for control.

14. Inventory

a. COSMIC Top Secret and all ATOMAL material will be inventoried and physically sighted by the HQMC Subregistry Control Officer as of 31 December each year and whenever there is a change of HQMC Subregistry Control Officer. (HQMC and Field Command NATO control point officers will accomplish this action and report the results to the HQMC Subregistry Control Officer NLT 15 January.)

b. NATO Secret material will be inventoried during the annual inventory of HQMC-controlled material and during custodian turnover as prescribed by the current edition of the HQINSECMAN.

c. All designated NATO Control Points will forward a copy of their entire NATO classified holdings inventory semiannually, as of 30 June and 31 December, to the HQMC Subregistry Control Officer (ARFB).

15. Inspection. The HQMC Subregistry Control Officer (ARFB) will inspect designated control points annually. The annual inspection is designed to ensure control point compliance with established NATO classified material control and accountability procedures and may be either announced or unannounced. Control point officers will retain a copy of the inspection report for a minimum of 5 years. Enclosure (8) contains a copy of the checklist to be utilized.

ENCLOSURE (1)

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16. Security Container Combination Changes. Security containers holding classified NATO material shall have combinations changed every 6 months, upon change of personnel, or whenever a compromise has occurred or is suspected.

17. Emergency Action Planning. Include instructions in the activity's emergency plan for safeguarding of NATO classified material as prescribed by the current editions of reference (a) and the HQINSECMAN.

18. Compromise. In the event of suspected or possible compromise of NATO classified material, the agency/activity will report the incident to the HQMC NATO Subregistry (ARFB) within 24 hours of discovery. The HQMC NATO Subregistry will then take appropriate action.

ENCLOSURE (1)

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SAMPLE APPOINTMENT LETTER

5520
(Code)
(Date)

From: (Head of Activity)
To: (Designated NATO Control Point Officer)
Subj: ASSIGNMENT TO DUTY AS NATO CONTROL POINT OFFICER
Ref: (a) MCO 5510.17
(b) OPNAVINST C5510.101D

1. Per reference (a), you are appointed as the NATO Control Point Officer for the (Activity Title).
2. You will familiarize yourself with the provisions of references (a) and (b). You are further directed to conduct a complete inventory of this activity's/agency's NATO classified holdings and submit a report of findings; as an endorsement herein, prior to assuming these duties.
3. The HQMC Subregistry Control Officer maintains the HQMC NATO/COSMIC/ATOMAL Subregistry and is responsible for all matters pertaining to the security of NATO classified material issued by the subregistry as prescribed in reference (b).

(Signature)

Copy to:
DirAR (ARFB)

(Date)

FIRST ENDORSEMENT

From: (Designated NATO Control Point Officer)
To: (Head of Activity)

1. I hereby assume all duties as NATO Control Point Officer for _____. I have familiarized myself with the references as directed.
2. I have conducted a thorough inventory of all NATO classified holdings on charge to this organization and concluded that all documents are accounted for or (except as noted below).

(Signature)

ENCLOSURE (2)

NATO SECURITY BRIEFING GUIDE

1. The procedures outlined below, based on NATO security regulations) are for the purpose of briefing all personnel who will have access to COSMIC TOP SECRET, NATO SECRET, NATO CONFIDENTIAL, and NATO RESTRICTED information.

a. Classification of NATO Classified Information. NATO classified information may be classified TOP SECRET, SECRET, CONFIDENTIAL, or RESTRICTED. The definitions of the first three terms are similar to those of the U.S. classifications. RESTRICTED is a security classification grading applied by NATO to information and material that requires security protection, but less than that required for CONFIDENTIAL.

b. Types of NATO Classified Information

(1) The United States has a number of types of classified defense information; so has NATO. One is called ATOMAL, a term used to designate "Restricted Data" or "Formerly Restricted Data" provided by the United States and the United Kingdom to other NATO components. A second is NATO non-ATOMAL classified information.

(2) All NATO classified information that is TOP SECRET, whether ATOMAL or non-ATOMAL, bears the additional designation "COSMIC" or is designated as "COSMIC TOP SECRET" information or "COSMIC TOP SECRET ATOMAL" information.

(3) All NATO ATOMAL or non-ATOMAL information that is classified SECRET or lower bears the additional designation "NATO." The word "NATO" is always used together with the SECRET, CONFIDENTIAL, and RESTRICTED classifications, and in the case of SECRET and CONFIDENTIAL classifications with the designation "ATOMAL," if applicable (that is, "NATO SECRET," "NATO SECRET ATOMAL," "NATO CONFIDENTIAL," "NATO CONFIDENTIAL ATOMAL," or "NATO RESTRICTED").

c. Personnel Security Clearance. Personnel who are to have access to COSMIC TOP SECRET, NATO SECRET, or NATO CONFIDENTIAL information must first be cleared for access to an equivalent level of U.S. classified information. Personnel who are to have access to NATO RESTRICTED information must be made aware of the appropriate NATO security regulations and the consequences of negligence.

d. Access to NATO Classified Information. Access to NATO classified information must be confined to those individuals who need the information in the performance of official duties.

ENCLOSURE (3)

No person is entitled solely by virtue of rank or appointment to have access to NATO classified information. In every case the "need-to-know" must be established and will be determined by the individual having possession or control of the information involved; the determination will not be made by the prospective recipient.

e. NATO Marking. The word "NATO" is a marking which signifies that the document:

(1) Is the property of NATO and if bearing a security classification may not be passed outside of the NATO organization except by the originator or with his consent.

(2) If bearing a security classification, is subject to the security protection set forth in NATO security regulations and outlined in these procedures.

f. Application of NATO Markings

(1) The marking "NATO" will be applied only to all copies of SECRET, CONFIDENTIAL, RESTRICTED, and UNCLASSIFIED documents prepared for circulation within NATO. Under no circumstances should it be applied to United States documents circulated within United States agencies.

(2) Normally, only the last U.S. organization having custody of the document is authorized to apply the NATO marking before it is forwarded through approved channels for the interchange of NATO classified information between the United States and NATO agencies.

(3) The security classification, together with the "NATO" marking, should appear at the top and bottom of each page of a document and each page should be numbered. Each document should also bear a reference number.

(4) COSMIC TOP SECRET, NATO SECRET and NATO CONFIDENTIAL documents must be typed, translated, and reproduced only by those persons who are security-cleared and otherwise authorized to have access to NATO classified information.

g. Security Hazards

(1) All persons with access to NATO classified information should realize that security may be endangered through indiscreet conversation, and through relationships with the press and other public information media.

ENCLOSURE (3)

(2) An equally serious threat is posed by the activities of a hostile intelligence activity which has been known to utilize the social contacts between NATO personnel and nationals of Communist countries. All personnel must immediately report to the appropriate security agency any contacts with nationals of Communist countries outside the scope of their regular duties; and report any approach or maneuver which appears to be motivated by hostile or other foreign intelligence services.

h. Breaches of Security

(1) NATO classified information may be compromised as a result of carelessness, negligence, or indiscretion, and by the action of hostile intelligence or subversive organizations.

(2) The dangers of indiscreet conversation cannot be overemphasized. It is very important that any breach of security which may come to an individual's attention is at once reported to the appropriate security authority of the organization in which he is employed. Similarly, the security authority should be notified immediately whenever a document is believed lost, missing, compromised; or when compromise is suspected.

(3) It should be expected that disciplinary action will be taken against any individual who is responsible for the unauthorized disclosure or other compromise of NATO classified information.

NATO SECURITY DEBRIEFING GUIDE

1. EXCERPT FROM ESPIONAGE ACT
(Title 18, United States Code)

a. Gathering, transmitting, or losing defense information

(1) Whoever, for the purpose of obtaining information respecting the national defense with intent or reason to believe that the information is to be used to the injury of the United States, or to the advantage of any foreign nation, goes upon, enters, flies over, or otherwise obtains information concerning any vessel, aircraft, work of defense, navy yard, naval station, submarine base, fueling station, fort, battery, torpedo station, dockyard, canal, railroad, arsenal, camp, factory, mine, telegraph, telephone, wireless, or signal station, building, office, research laboratory or station or other place connected with the national defense owned or constructed, or in progress of construction by the United States, or under the control of the United States, or any of its officers, departments, or agencies, or within exclusive jurisdiction of the United States, or any place which vessel, aircraft, arms, munitions, or other materials of instruments for use in time of war are being made, prepared, repaired, stored, or are the subject of research or development, under any contract or agreement with the United States, or any department or agency thereof, or with any person on behalf of the United States, or otherwise on behalf of the United States, or any prohibited place so designated by the President by proclamation in time of war or in case of national emergency in which anything for the use of the Army, Navy, or Air Force is being prepared or constructed or stored, information as to which prohibited place the President has determined would be prejudicial to the national defense; or

(2) Whoever, for the purpose aforesaid, and with like intent or reason to believe, copies, takes, makes, or obtains, or attempts to copy, make, or obtain, any sketch, photograph, photographic negative, blueprint, plan, map, model, instrument, appliance, document, writing, or note of anything connected with the national defense; or

(3) Whoever, for the purpose aforesaid, receives or obtains or agrees or attempts to receive or obtained from any person, or from any source whatever, any document, writing, code book, signal book, sketch, photograph, photographic negative, blueprint, plan, map, model, instrument, appliance, or note, of anything connected with the national defense, knowing or having reason to believe, at the time he receives or obtains, or agrees or attempts to receive or obtain it, that it has been or will be obtained, taken, made, or

ENCLOSURE (4)

disposed of by any person contrary to the provisions of this chapter; or

(4) Whoever, lawfully having possession of, access to, control over, or being entrusted with any document, writing, code book, signal book, sketch, photograph, photographic negative, blueprint, plan, map, model, instrument, appliance, or note relating to the national defense, or information relating to the national defense which information the possessor has reason to believe could be used to the injury of the United States or to the advantage of any foreign nation, willfully communicates, delivers, transmits or causes to be communicated, delivered, or transmitted or attempts to communicate, deliver, transmit or cause to be communicated, delivered or transmitted the same to any person not entitled to receive it, or willfully retains the same and fails to deliver it on demand to the officer or employee of the United States entitled to receive it; or

(5) Whoever having unauthorized possession of, access to, or control over any document, writing, code book, signal book, sketch, photograph, photographic negative, blueprint, plan, map, model, instrument, appliance, or note relating to the national defense, or information relating to the national defense which information the possessor has reason to believe could be used to the injury of the United States or to the advantage of any foreign nation, willfully communicates, delivers, transmits or causes to be communicated, delivered, or transmitted, or attempts to communicate, deliver, transmit or cause to be communicated, delivered, or transmitted the same to any person not entitled to receive it, or willfully retains the same and fails to deliver it to the officer or employee of the United States entitled to receive it; or

(6) Whoever, being entrusted with or having lawful possession or control of any document, writing, code book, signal book, sketch, photograph, photographic negative, blueprint, plan, map, model, instrument, appliance, note or information, relating to the national defense, (1) through gross negligence permits the same to be removed from its proper place of custody or delivered to anyone in violation of his trust, or to be lost, stolen, abstracted, or destroyed, or (2) having knowledge that the same has been illegally removed from its proper place of custody or delivered to anyone in violation of his trust, or lost, or stolen, abstracted, or destroyed, and fails to make prompt report of such loss, theft, abstraction, or destruction to his superior officer --

Shall be fined not more than \$10,000 or imprisoned not more than 10 years, or both.

ENCLOSURE (4)

(7) If two or more persons conspire to violate any of the foregoing provisions of this section, and one or more of such persons do any act to effect the object of the conspiracy, each of the parties to such conspiracy shall be subject to the punishment provided for the offense which is the object of such conspiracy.

b. Gathering or delivering defense information to aid foreign government.

(1) Whoever, with intent or reason to believe that it is to be used to the injury of the United States or to the advantage of a foreign nation, communicates, delivers, or transmits, or attempts to communicate, deliver, or transmit, to any foreign government, or to any faction or party or military or naval force within a foreign country, whether recognized or unrecognized by the United States, or to any representative, officer, agent, employee, subject or citizen thereof, either directly or indirectly, any document, writing, code book, signal book, sketch, photograph, photographic negative, blueprint, plan, map, model, note, instrument, appliance, or information relating to the national defense, shall be punished by death or by imprisonment for any term or years or for life.

(2) Whoever, in time of war, with intent that the same shall be communicated to the enemy, collects, records, publishes, or communicates, or attempts to elicit any information with respect to the movement, numbers, description, conditions, or disposition of any of the Armed Forces, ships, aircraft, or war materials of the United States, or with respect to the plans or conduct, or supposed plans or conduct, of any naval or military operations, or with respect to any works or measures undertaken for or connected with, or intended for the fortification or defense of any place, or any other information relating to the public defense, which might be useful to the enemy, shall be punished by death or by imprisonment for any term of years or for life.

(3) If two or more persons conspire to violate this section, and one or more of such persons do any act to effect the object of conspiracy, each of the parties to such conspiracy shall be subject to the punishment provided for the offense which is the object of such conspiracy.

ENCLOSURE (4)

NATO COSMIC/ATOMAL BRIEFING GUIDE

1. General. The procedures set forth below, based on the NATO security regulations, are intended for briefing personnel who will have access to ATOMAL documents or other ATOMAL information bearing SECRET or CONFIDENTIAL classification. The procedures applicable to other NATO classified information apply to ATOMAL information of the same classification unless otherwise specified.

2. ATOMAL Information Defined. The words "Atomic information" refer to information designated by the U.S. Government as "Restricted Data" or "Formerly Restricted Data" in accordance with the Atomic Energy Act of 1954, as amended. The words "ATOMAL Information" refer to atomic information communicated by the governments of the United States and the United Kingdom to NATO under the Agreement Between the Parties to the North Atlantic Treaty for Cooperation Regarding Atomic Information, June 18, 1964.

3. Classification of ATOMAL Information. ATOMAL information may be classified TOP SECRET, SECRET, or CONFIDENTIAL. ATOMAL information is not classified RESTRICTED.

4. Types of NATO Classified Information

a. An explanation of the types of NATO classified information has been included in the general briefing of all personnel having access to NATO classified information.

b. As indicated, NATO ATOMAL information classified SECRET or CONFIDENTIAL bears the designation "NATO" always used together with the SECRET and CONFIDENTIAL classifications and the designation "ATOMAL," that is, "NATO SECRET ATOMAL," "NATO CONFIDENTIAL ATOMAL." NATO ATOMAL information classified TOP SECRET will be shown as "COSMIC TOP SECRET ATOMAL."

5. Personnel Security Clearance. Personnel may be authorized access to ATOMAL information only when they have been granted clearance for access to restricted data under U.S. law and it has been determined that such clearance will not endanger the security of NATO. A member of the Armed Forces or an employee of the Department of Defense or its contractors may be granted access to ATOMAL information only if the individual has been cleared by the Department of Defense for access to restricted data, in accordance with Section 143 of the Atomic Energy Act of 1954, as amended. An employee of NASA may be granted access to ATOMAL information concerning aeronautical and space activities only if the individual is cleared for such restricted data in accordance with Section 304(b) of the National Aeronautics and Space Act of 1958, as

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amended, subject to the requirement, that there be a background investigation for access to SECRET ATOMAL information. All other individuals and NASA employees requiring access to ATOMAL information other than that covering aeronautical and space matters, shall have a "Q" clearance issued by the Department of Energy in accordance with Section 145 of the Atomic Energy Act of 1954, as amended. Interim clearances shall not be accepted as the basis for access to ATOMAL information.

6. Security Classification Markings

a. The word "ATOMAL" together with the classification and "NATO" marking shall be placed at the top and bottom of each page of a document containing ATOMAL information on preparation or by the last custodian prior to transmission to NATO. In the case of TOP SECRET, the word "COSMIC" shall be used in place of "NATO."

b. An extra marking is added on the face of each document. It reads: "This document contains United States atomic information (Restricted Data or Formerly Restricted Data) made available pursuant to the NATO "Agreement Between the Parties to the North Atlantic Treaty for Cooperation Regarding Atomic Information signed June 18, 1964, and will be safeguarded accordingly."

7. Reproduction

a. The term "reproduction" refers to a copy or translation of an entire ATOMAL document, or an extract consisting of one or more complete paragraphs, diagrams, or tables containing ATOMAL information.

b. Reproductions of SECRET and CONFIDENTIAL ATOMAL documents may be made only in quantities sufficient to meet current requirements when there is no limitation in the letter if transmittal or on the face of the documents.

c. Reproductions of ATOMAL documents shall contain all markings which appear on the original documents. However, where only portions of documents are reproduced, and the source documents have separate page or paragraph classifications, the reproduction shall be classified at least as high as the portions of the documents from which the reproductions are made.

8. Disclosure Record. A disclosure sheet shall be attached to the face of each copy of any accountable ATOMAL documents. The disclosure sheet shall be removed before transmission outside of a service, department, or agency, and a new disclosure sheet attached in each case by the service, department or agency to which transmitted.

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9. Packaging

a. Two opaque envelopes or covers are used in the transmission of NATO SECRET ATOMAL or NATO CONFIDENTIAL ATOMAL documents outside of a security area. The inner envelope or cover will be marked "NATO SECRET ATOMAL" or "NATO CONFIDENTIAL ATOMAL."

b. A receipt used in the manner prescribed for other NATO classified documents will be employed for NATO SECRET ATOMAL documents, and NATO CONFIDENTIAL ATOMAL documents subject to special limitations.

10. Channels for Maintaining Control. ATOMAL subregistries and control points receive, record, handle, and distribute accountable ATOMAL documents.

11. Accountability

a. ATOMAL subregistries and control points are required to keep records of the origination, receipt, transmission, change of classification or declassification, and destruction of NATO SECRET ATOMAL documents, and NATO CONFIDENTIAL ATOMAL documents subject to special limitations (handling). These documents are inventoried as of 31 December of each year.

b. Holders of ATOMAL documents in these categories shall assure that they are recorded in the appropriate subregistry.

NOTE: To facilitate any necessary research on the subject of this enclosure, the following parallel citations are provided:

a. Agreement Between the Parties to the North Atlantic Treaty for Cooperation Regarding Atomic Information, June 18, 1964, (1965) 16 U. S. T. 109.

b. Section 143 of the Atomic Energy Act of 1954, as amended, 42 U.S.C. 2163.

c. Section 304(b) of the National Aeronautics and Space Act of 1958, as amended, 42 U.S.C. 2455(b).

d. Section 145 of the Atomic Energy Act of 1954, as amended, 42 U.S.C. 2165.

ENCLOSURE (5)

NATO COSMIC/ATOMAL DEBRIEFING GUIDE

1. Excerpts from the Atomic Energy Act of 1954, as Amended
(Title 42, United States Code)

a. Communication of Restricted Data

(1) Whoever, lawfully or unlawfully, having possession of, access to, control over, or being entrusted with any document, writing, sketch, photograph, plan, model, instrument, appliance, note, or information involving or incorporating restricted data -

(2) communicates, transmits, or discloses the same to any individual or person, or attempts or conspires to do any of the foregoing, with intent to injure the United States or with intent to secure an advantage to any foreign nation, upon conviction thereof, shall be punished by imprisonment for life, or imprisonment for any term of years or a fine of not more than \$20,000 or both;

(3) communicates, transmits, or discloses the same to any individual or person, or attempts or conspires to do any of the foregoing, with reason to believe such data will be utilized to injure the United States or to secure an advantage to any foreign nation, shall, upon conviction, be punished by a fine of not more than \$10,000, or imprisonment for not more than 10 years, or both.

b. Receipt of Restricted Data. Whoever, with intent to injure the United States or with intent to secure an advantage to any foreign nation, acquires, or attempts or conspires to acquire any document, writing, sketch, photograph, plan, model, instrument, appliance, note, or information involving or incorporating restricted data shall, upon conviction thereof, be punished by imprisonment for life, or by imprisonment for any term of years or by a fine of not more than \$20,000 or both.

c. Tampering with Restricted Data. Whoever, with intent to injure the United States or with intent to secure an advantage to any foreign nation, removes, conceals, tampers with, alters, mutilates, or destroys any document, writing, sketch, photograph, plan, model, instrument, appliances, or note involving or incorporating restricted data and used by any individual or person in connection with the production of special nuclear material, or research or development relating to atomic energy, conducted by the United States, or financed in whole or part by Federal funds, or conducted with the aid of special nuclear material, shall be punished by imprisonment for life, or by imprisonment for any term of years or by a fine of not more than \$20,000 or both.

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d. Disclosure or Restricted Data. Whoever, being or having been an employee or member of the Commission, a member of the Armed Forces, an employee of any agency of the United States, or being or having been a contractor of the Commission or of an agency of the United States, or being or having been an employee of a contractor of the Commission or agency of the United States, or being or having been a licensee of the Commission, or being or having been an employee of a licensee of the Commission, knowingly communicates, or whoever conspires to communicate or to receive, any restricted data, knowing or having reason to believe that such data is restricted data, to any person not authorized to receive restricted data pursuant to the provisions of this chapter or under rule or regulation of the Commission issued pursuant thereto, knowing or having reason to believe such person is not so authorized to receive restricted data shall, upon conviction thereof, be punishable by a fine of not more than \$2,500.

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NATO SECURITY BRIEFING/DEBRIEFING CERTIFICATE

5000
(DATE)

FOR OFFICIAL USE ONLY

BRIEFING STATEMENT FOR ACCESS TO ATOMAL
CNWDI, COSMIC, AND/OR NATO

NAME: _____

GRADE: _____ SSN: _____ CODE: _____

I CERTIFY THAT I HAVE BRIEFED THE ABOVE INDIVIDUAL ON PROCEDURES
APPLICABLE TO THE LEVEL AND CATEGORY FOR SPECIAL ACCESS TO
ATOMAL, CNWDI, COSMIC, AND NATO AS INDICATED BELOW:

<u>TOP</u>			<u>SIGNATURE OF</u>
<u>SECRET</u>	<u>SECRET/CONF</u>	<u>SPECIAL ACCESS PROGRAM</u>	<u>PROGRAM MANAGER</u>
_____	_____	ATOMAL (OPNAVINST C5510.101D)	_____
_____	_____	CNWDI (SECNAVINST 5510.28A)	_____
_____	_____	COSMIC (OPNAVINST C5510.101D)	_____
	_____	NATO (OPNAVINST C5510.101D)	_____

SIGNATURE OF INDIVIDUAL RECEIVING BRIEF _____

RECORD OF ANNUAL REFRESHER BRIEFING
(Required for ATOMAL access)

<u>DATE</u>	<u>SIGNATURE OF INDIVIDUAL RECEIVING BRIEF</u>
_____	_____
_____	_____
_____	_____

FOR OFFICIAL USE ONLY

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NATO AND ATOMAL DEBRIEFING STATEMENT

"I certify that I have been debriefed this date in connection with the termination of my NATO and/or ATOMAL access (as applicable). I understand that I am not to divulge any classified NATO or ATOMAL information, to which I have knowledge of, to unauthorized persons, and violation of that trust is punishable under the espionage laws and Federal statutes contained in Title 42 (for ATOMAL), and Title 18 (for NATO), of the United States Code."

(Signature)
(Typed Name, Rank, SSN)

ENCLOSURE (7)

NATO CONTROL POINT INSPECTION CHECKLIST

1. ORGANIZATION AND LOCATION:
2. DATE OF INSPECTION:
3. (ATOMAL) (CTS) (NS) (ALL) CONTROL POINT
4. PERSONNEL CONTACTED:
5. TOTAL NUMBER OF DOCUMENTS/MESSAGES (TO INCLUDE ALL COPIES):
CTSA _____ NSA _____ NCA _____
CTS _____ NS _____ NC _____
6. POSSIBLE COMPROMISE/BREACH OF SECURITY:
A. NUMBER REPORTED _____ DATE(S) _____
B. NUMBER HANDLED LOCALLY _____
7. ESTABLISHED CONTROL POINTS:

A. ATOMAL CLASS INSPECTED	B. COSMIC/NS INSPECTED
(1) _____	(1) _____
(2) _____	(2) _____
(3) _____	(3) _____
(4) _____	(4) _____
(5) _____	(5) _____
8. REMARKS:

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(When Completed)

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ENCLOSURE (8)

NATO CONTROL POINT INSPECTION CHECKLIST

ADMINISTRATION

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
1. Is a copy of last year's inspection on file? (MCO 5510.17, encl (1), par 15)	___	___	___
2. Has corrective action been accomplished?	___	___	___
3. Are the references listed below held by the activity? (MCO 5510.17, encl (1), par 2b(7))			
a. OPNAVINST C5510.101D	___	___	___
b. OPNAVINST 5510.1H	___	___	___
c. MCO 5510.17	___	___	___
4. Are the Control Officer and Alternate(s) designated in writing? (MCO 5510.17, encl (1), par 2b and OPNAVINST C5510.101D par 116, att 1, and par 27, att 2)	___	___	___
5. Is there a written and detailed emergency action plan? (MCO 5510.17, encl (1), par 17 and OPNAVINST C5510.101D, par 114)	___	___	___
6. Has the NATO Control Point submitted a current specimen signature list (DAAG Form 29) to the HQMC Subregistry Control Officer (ARFB) on those individuals authorized to sign for incoming accountable NATO material? (MCO 5510.17, encl (1), par 2b(4) and OPNAVINST C5510.101D, par 127b, att 1)	___	___	___
7. Are control personnel aware of their reporting responsibilities in the event of an actual or possible compromise? (OPNAVINST C5510.101D, par 149-161, att 1)	___	___	___
8. Is a 100 percent inventory and/or administrative tracing of CTS and accountable ATOMAL documents conducted upon change of Control Point Officers? (MCO 5510.17, encl (1), par 14a and OPNAVINST C5510.101D par 42, att 1)	___	___	___
9. Has coordination been made with the supporting communications center for the handling of all NATO messages? (In/out, duty/non-duty hours, garrison/ deployed). Name of supporting communications center _____.	___	___	___

ENCLOSURE (8)

PHYSICAL SECURITY

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
1. Are security containers inspected at the end of each workday? (OPNAVINST C5510.101D, par 52, att 1)	___	___	___
2. Are storage facilities the same as prescribed for the storage of U.S. material of the same classification? (MCO 5510.17, encl (1), par 11 and OPNAVINST C5510.101D, par 56a, att 1)	___	___	___
3. Are keys and combinations to security containers afforded commensurate protection with the level of material safeguarded? (OPNAVINST C5510.101D, par 59, att 1)	___	___	___
4. Are the combinations to security containers holding NATO classified material changed when required? (MCO 5510.17, encl (1), par 16, and OPNAVINST C5510.101D, par 60, att 1)	___	___	___
5. Installation Security (OPNAVINST 5510.1H)			
a. Guarded: _____ (By Whom) _____ Open _____			
b. Perimeter: Fence _____ Wall _____ None _____			
6. NATO Control Point Building Security. (OPNAVINST 5510.1H)			
a. Construction: Masonry _____ Metal _____ Wood _____			
b. Floors: Single _____ Multiple _____			
c. Entry: Escort _____ Pass _____ Unrestricted _____			
d. Windows: Alarmed _____ Not Barred _____ Barred _____ None _____			
e. Guards: Internal _____ External _____ 24 hrs _____			
Duty hrs _____ Mil _____ Civ _____ Allied _____			
If patrolled, how often _____			
f. Perimeter: Fence _____ Wall _____ Other (explain) _____			

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7. NATO Control Point. (OPNAVINST 5510.1H)
- a. Door: Metal ____ Wood ____ Type Lock ____
 - b. Windows: Alarmed ____ Barred ____ Not Barred ____ None ____
 - c. Access: Controlled ____ Uncontrolled ____
 - d. Alarm System: Contact ____ Motion ____ None ____
 - e. Document Storage: Vault ____ Security Container ____

PERSONNEL SECURITY

- | | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
|---|------------|-----------|------------|
| 1. Are individuals granted access to NATO classified material based on their equivalent U.S. clearance? (MCO 5510.17, encl (1), par 4a and OPNAVINST C5510.101D, par 30, att 1) | ____ | ____ | ____ |
| 2. Are individuals briefed prior to being granted access to any level of NATO classified information? (MCO 5510.17, encl (1), par 4b and OPNAVINST C5510.101D, par 33a, Att 1) | ____ | ____ | ____ |
| 3. Are current lists of individuals authorized access to NATO classified information maintained at each office where such information is stored and in the office authorizing access? (OPNAVINST C5510.101D, par 39, att 1) | ____ | ____ | ____ |
| 4. Have all individuals authorized access to CTS information been granted a FINAL U.S. TOP SECRET security clearance? (MCO 5510.17, encl (1) par 4a, OPNAVINST C5510.101D, par 42a, att 1, par 39b, att 2) | ____ | ____ | ____ |
| 5. Are personnel with NATO access required to execute briefing and debriefing certificates? (MCO 5510.17, encl (1), par 5 and OPNAVINST C5510.101D, par 43 att 1, par 44, att 1, par 53, att 2) | ____ | ____ | ____ |
| 6. Are debriefing certificates retained for a period of 1 year (minimum) following termination of duties requiring access? (MCO 5510.17, encl (1), par 5c, OPNAVINST C5510.101D, par 44, att 1) | ____ | ____ | ____ |

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7. Are personnel with ATOMAL access rebriefed annually? (MCO 5510.17, encl (1), par 3b and OPNAVINST C5510.101D, par 53, att 2)	___	___	___
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DOCUMENT CONTROL

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
1. Are all accountable NATO classified documents and messages filed/stored separately from non-NATO classified material (MCO 5510.17, encl (1), par 11 and OPNAVINST C5510.101D, par 56, att 1)	___	___	___
2. Are requests and/or reports of reproduction, microfilming, or translation of CTS/CTSA documents forwarded to the HQMC Subregistry Control Officer (ARFB)? (MCO 5510.17, encl (1), par 8a)	___	___	___
3. If documents are reproduced, are proper procedures followed in the control of all drafts, copies, and waste? (MCO 5510.17, encl (1), par 8)	___	___	___
4. Are disclosure records attached to all CTS/CTSA documents and other ATOMAL documents? (MCO 5510.17, encl (1), par 9d and OPNAVINST C5510.101D, par 99, att 1 and par 41, att 2)	___	___	___
5. Is there a system of continuous receipts used for all CTS and ATOMAL documents? (MCO 5510.17, encl (1), par 9c and OPNAVINST C5510.101D, par 100 & 127, att 1)	___	___	___
6. Are exercise documents and messages handled properly? (MCO 5510.17, encl (1), par 13 and OPNAVINST C5510.101D, pars 109a & b, att 1 and par 50-52, att 2)	___	___	___
7. Have internal administrative procedures been established to record the internal movement of NATO Secret material? (MCO 5510.17, encl (1), par 10b and OPNAVINST C5510.101D, par 100, att 1)	___	___	___
8. Are there procedures established for personnel carrying NATO material? (MCO 5510.17, encl (1), par 9b and OPNAVINST C5510.101D, par 108, att 1)	___	___	___

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9. Have procedures been established to identify material for destruction which is no longer required? (MCO 5510.17, encl (1), par 12, and OPNAVINST C5510.101D, par 112-113, att 1) — — —
10. Are all NATO classified documents, Secret and above, returned to the HQMC Subregistry (ARFB) for destruction? (MCO 5510.17 par 12a) — — —
11. Is the HQMC Subregistry contacted/identified upon receipt of all NATO classified documents to include those not received directly from the HQMC Subregistry? (MCO 5510.17 par 7d) — — —
12. Is ATOMAL material maintained separately from non-ATOMAL material? (MCO 5510.17, encl (1), par 11 and OPNAVINST C5510.101D, par 30a, att 2) — — —
13. Are all ATOMAL documents returned to the HQMC Subregistry for destruction? (MCO 5510.17 encl (1), par 12 and OPNAVINST C5510.101D, par 33 & 42, att 2) — — —
14. List of documents traced (a minimum of three will be traced during an inspection). — — —
- a.
 - b.
 - c.
 - d.
 - e.

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SAMPLE NATO SUBREGISTRY/CONTROL POINT SIGNATURE LIST

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TO: CMC (ARFB) WASHINGTON, D C 20380	FROM: (COMPLETE MAILING ADDRESS) 	OFFICE SYMBOL: PHONE COMMERCIAL: AUTOVON:						
TYPE SUBREGISTRY (SR)/CONTROL POINT (CP) (CHECK ONE) <table style="width:100%; border: none;"> <tr> <td style="text-align: center;">_____ ATOMAL</td> <td style="text-align: center;">_____ COSMIC SR</td> <td style="text-align: center;">_____ NATO SECRET SR</td> </tr> <tr> <td style="text-align: center;">_____ ATOMAL CP</td> <td style="text-align: center;">_____ COSMIC CP</td> <td style="text-align: center;">_____ NATO SECRET CP</td> </tr> </table>			_____ ATOMAL	_____ COSMIC SR	_____ NATO SECRET SR	_____ ATOMAL CP	_____ COSMIC CP	_____ NATO SECRET CP
_____ ATOMAL	_____ COSMIC SR	_____ NATO SECRET SR						
_____ ATOMAL CP	_____ COSMIC CP	_____ NATO SECRET CP						
INDIVIDUAL ACCESS: (ENTER ONLY ONE ABBREVIATION BELOW) CTSA -COSMIC TOP SECRET ATOMAL CTS- COSMIC TOP SECRET NSA- NATO SECRET ATOMAL NS- NATO SECRET								
NAME OF CONTROL OFFICER AND ALTERNATES	GRADE	ACCESS	SIGNATURE					
CONTROL OFFICER								
ALTERNATE(S)								
AUTHORIZING OFFICIAL (TYPED)	SIGNATURE	DATE						

DAAG FORM 29, 5 Jan 83 Previous Editions Obsolete A Complete updated DAAG FORM 29 will be submitted whenever ANY change occurs

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